

**NAUGATUCK VALLEY COMMUNITY COLLEGE  
EDUCATIONAL ASSISTANT  
BRIDGE TO COLLEGE: PROGRAM COORDINATOR, CCSP  
PL 16 (Grant-funded, non-tenure track position)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Naugatuck Valley Community College

**Minimum Salary:** \$2,060.30 bi-weekly, subject to collective bargaining increase and availability of grant funding, plus excellent medical insurance, retirement and related fringe benefits.

**Closing Date:** March 23, 2016

**Anticipated Start:** Spring 2016

**MINIMUM QUALIFICATIONS:**

Applicants must have a Bachelor's degree in an appropriately related field together with from one to four years of related experience.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**RESPONSIBILITIES:**

Under the direction of the Bridge to College Program Director, the CCS Program Coordinator oversees all aspects of the Community College Scholars program, which is an intensive and intrusive intervention program for first year at-risk college students. The Program Coordinator is accountable for the effective and efficient management of learning assistance services to the program participants during the academic year program and the summer program. The Coordinator is responsible for grant preparation and reporting, program design, implementation, evaluation and tracking based on the federal guidelines and the Statement of Assurances. The CCS Program Coordinator will be responsible for supervising professional staff and student workers who provide tutoring and mentoring instruction for students. This may include educational assistants, lecturers, teacher/advisors, tutors/mentors, and work-study students throughout the year. The CCS Program Coordinator is required to have collaborative and cooperative relationships with faculty, administration, staff, students and parents/guardians.

**TO APPLY:**

For complete application instructions, please go to the Naugatuck Valley Community College website at [NVCC EA Bridge to College Program Coordinator Posting](#)

**THIS APPOINTMENT IS FOR A GRANT FUNDED POSITION AND IS SUBJECT TO IMMEDIATE TERMINATION IN THE EVENT OF REDUCTION OR ELIMINATION OF FUNDING.**

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform Control Act (IRCA).

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The following individual has been designated to handle nondiscrimination policies regarding disability policies: Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235. The following individual has been designated to handle nondiscrimination policies regarding sex discrimination as well as other forms of prohibited discrimination: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043.

All necessary qualifications and application instructions are listed above. Any inquiries should be directed to the Department of Human Resources.